Swintec®

State-of-the-Art
Office Electronic Typewriter
...just your type

model 8011
operation manual

"This equipment generates and uses radio frequency energy and if not installed and used properly, that is, in strict accordance with the manufacturer's instructions, may cause interference to radio and television reception. It has been type tested and found to comply with the limits for a Class B computing device in accordance with the specifications in Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference in a residential installation. In equipment labeled Class B compliant a shielded and grounded I/O cable is necessary to achieve compliance with the FCC Rules regarding radio emissions from computers. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

..... reorient the receiving antenna
..... relocate the computer with respect to the receiver
..... move the computer away from the receiver
..... plug the computer into a different outlet so that computer and receiver are on different branch circuits.

If necessary, the user should consult the dealer or an experienced radio/television technician for additional suggestions. The user may find the following booklet prepared by the Federal Communications Commission helpful:
"How to Identify and Resolve Radio-TV Interference Problems"
This booklet is available from the US Government Printing Office, Washington, D.C., 20402, Stock No. 004-000-00345-4."

Your new Swintec Electronic Typewriter increases your typing efficiency through use of the most advanced technology. Some of the many outstanding features of your new typewriter are:

- State of the art Individual Keyswitches
- Sculptured Keyboard
- Memory Back-up
- 100 Character Print Wheel
- 16.5 inch Paper Capacity
- 16 C.P.S. Typing Speed
- Three Typewriter Modes
- 20 Character Liquid Crystal Display (LCD)
- Insert and Delete Functions
- Five Line Correction memory (200 characters max.)
- 20 Character Key Buffer
- Pitch Selector: 10, 12 and 15 characters per inch
- Impression Selector: light, medium and heavy
- Line Spacing Selector: 1, 1 ½ and 2 lines
- Index, Reverse Index, Relocation and Express Keys
- Second Keyboard (special character set)
- Automatic Paragraph Indentation
- Automatic Paper Injector
- Automatic Return
- Automatic Centering
- Decimal/Center/Flush Right Tabulation
- Automatic Full/Word Underlining
- Printer Function (Optional Parallel or Serial Interface)
- Keyboard Layout, Standard American Keyboard

This operation manual describes operation controls, operating procedures, replacement of accessories and other areas. Please thoroughly read this manual before operating your new electronic typewriter.

TABLE OF CONTENTS

1. Rules for Safe Operation 1
2. Operating Controls 2
3. Special Feature Keys 3
4. Carrier Mechanism 4
5. How to Start Typing 5
6. Typewriter Modes (Normal Print Mode) 6
7. How to Program Margins (Memory Back-up) 8
8. How to Program Tabs/How to Tab 9
9. Operating Features 10
10. How to Make Corrections 13
11. Second Keyboard (Special Character Set) 15
12. 20 character LCD 16
13. Word Print Mode 17
14. Line Print Mode 18
15. Moving Cursor and Changing Text (Sample Letter) 18 (20)
16. Paragraph Indentation 21
17. Automatic Return 22
18. Automatic Center 22
19. Decimal Tabulation 23
20. Center Tabulation 24
21. Flush Right Tabulation 26
22. Combination of Individual Decimal/Center/Flush Right/Normal Tabs 27
23. Automatic Full Underlining 27
24. Automatic Word Underlining 28
25. Required Hyphen 28
26. Required Space 28
27. Overlay 29
28. Stencil Typing 29
29. How to Change Ribbon Cassette 30
30. How to Change Print Wheel 31
31. How to Change Correction Tape 32
32. Supplies 33
33. Maintenance and Service 34

1. RULES FOR SAFE OPERATION

1) Make sure you are using the proper power (115V/60Hz) as stated on the name plate.

2) Your typewriter is a highly sophisticated mechanism. Never attempt to repair it yourself. If repair becomes necessary, take it to the nearest Swintec authorized service center.

3) Always turn the typewriter off before you open the Top Cover to replace the Cassette Ribbon, Print Wheel or Correction Tape.

4) Never insert metal objects such as a screwdriver, paper clip, nail file, etc., inside the typewriter. This could cause damage to the typewriter, and/or electrical shock.

5) Do not leave your typewriter unattended when the machine is turned on. Always turn off the typewriter when you have finished typing.

WARNING: If this is the first time you have used this machine or you have just transported it, be sure to perform the following procedures. If not completed as instructed and the power is turned on it may cause damage to the typewriter and a fuse will blow-out.

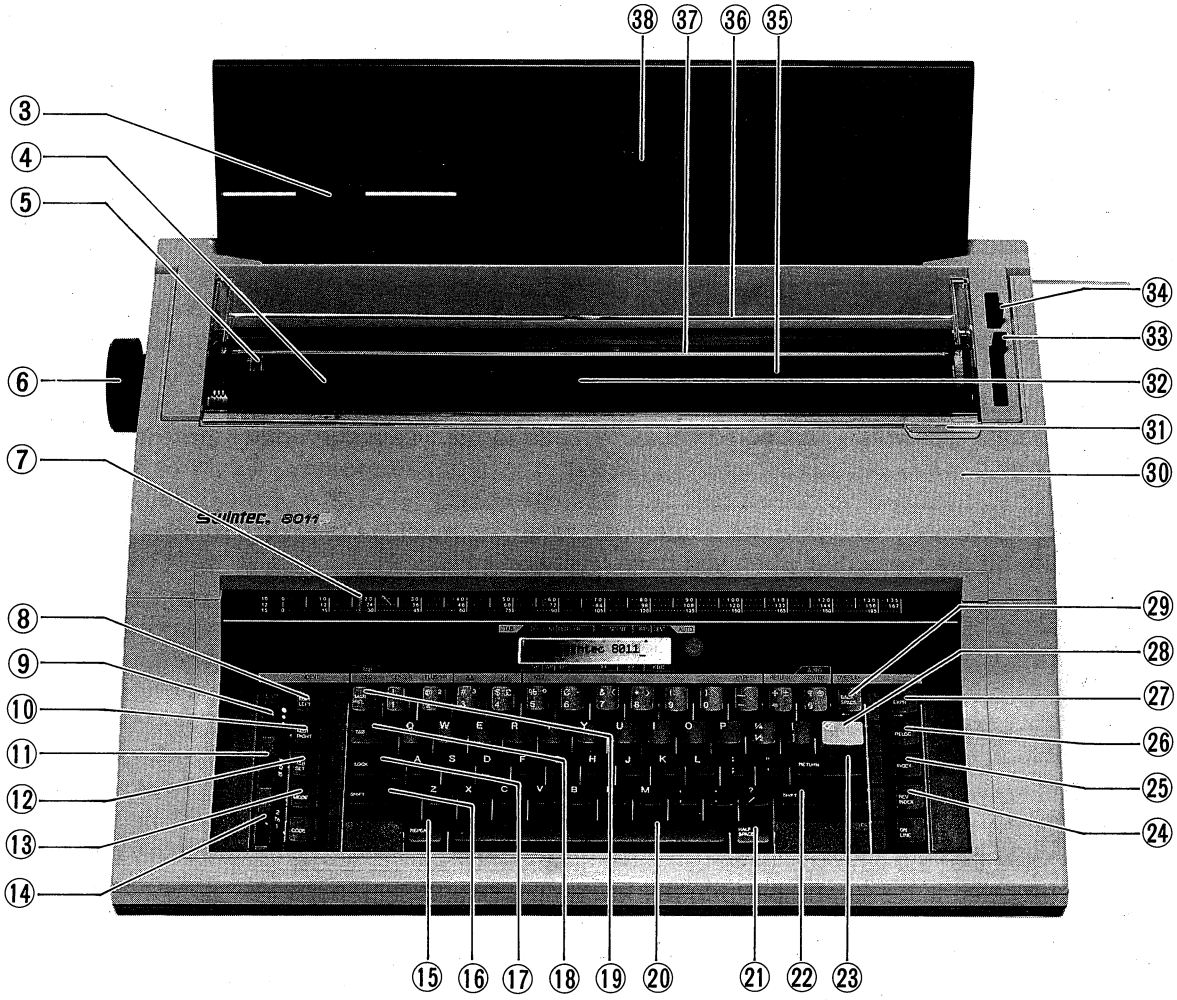
(a) Lift the Sound & Glare Shield and the Top Cover.

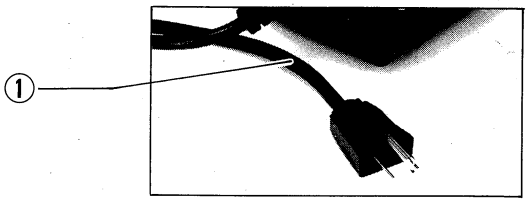
(b) Remove the Right Carrier Protector (yellow) by pulling up on the red string attached to it.

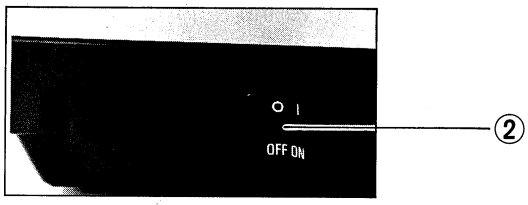
(c) Move the carrier to the right and remove the Left Carrier Protector by pulling up on the red string attached to it.

(d) Keep the carrier protectors for re-packing for transportation.

2. OPERATING CONTROLS

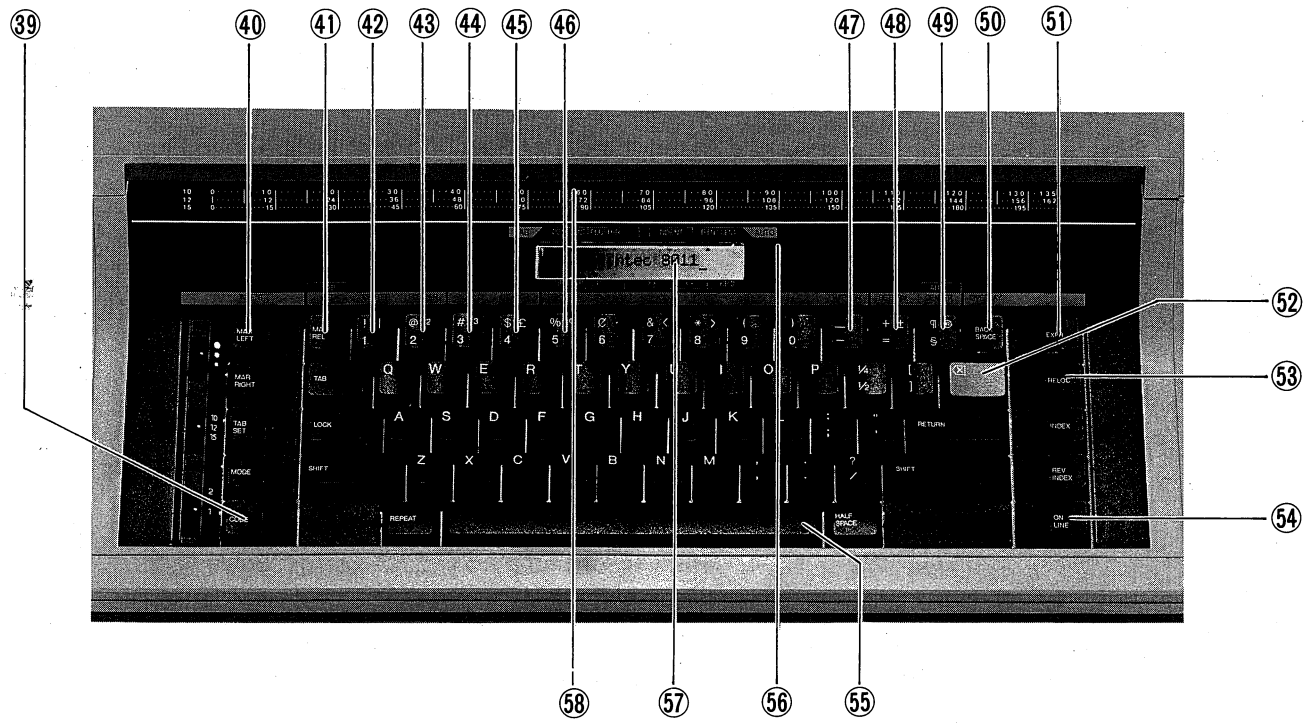






1. Power Supply Cord
2. Power Switch
3. Adjustable Paper Guide
4. Paper Bail
5. Paper End Indicator
6. Platen Knob
7. Margin Scale
8. Left Margin Set Key
9. Impression Control
10. Right Margin Set Key
11. Type Pitch Selector
12. Tab Set/Clear Key
13. Mode Key
14. Line Space Selector
15. Repeat Key
16. Left Shift Key
17. Shift Lock Key
20. Space Bar
21. Half Space Key
22. Right Shift Key
23. Return Key
24. Reverse Index Key
25. Index Key
26. Relocation Key
27. Express Backspace Key
28. Correction Key
29. Back Space Key
30. Top Cover
31. Noise Cover
32. Card Holder (Print Point Indicator)
33. Automatic Paper Injector
34. Paper Release Lever
35. Platen
36. Erasure Table

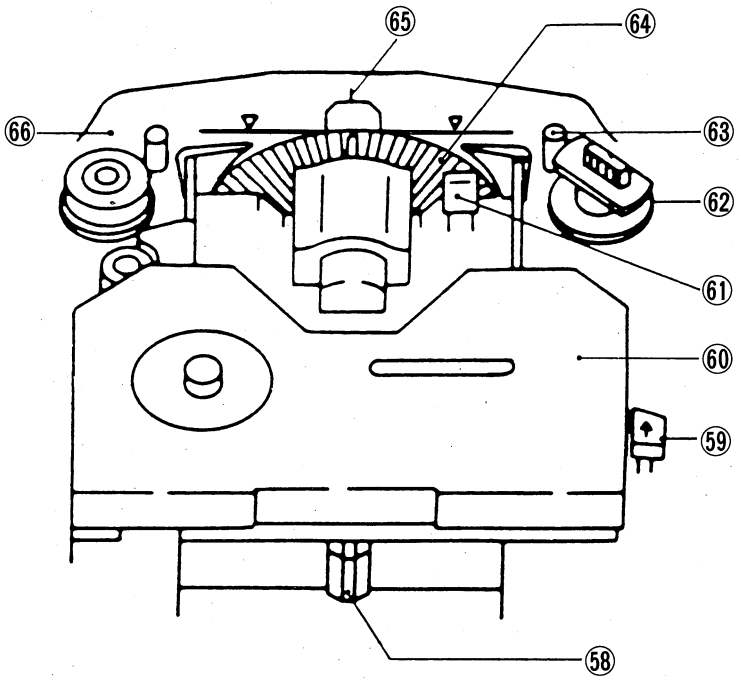
3. SPECIAL FEATURE KEYS



39. Code Key
40. Paragraph Indentation
41. Decimal Tabulation
42. Center Tabulation
43. Flush Right Tabulation
44. Auto Full Underline
45. Auto Word Underline
46. Keyboard II
47. Required Hyphen
48. Auto Return
49. Auto Center
50. Move Cursor Left/Overlay
51. Move Cursor Right
52. Delete
53. Insert
54. On-Line Key
55. Required Space
56. Contrast Control
57. 20 Character Liquid Crystal Display (LCD)
58. Cursor Lamp (green)

4. CARRIER MECHANISM

(under the Top Cover)



58. Cursor Lamp (green)
59. Cassette Release Lever (red)
60. Cassette Ribbon
61. Print Wheel Release Lever (red)
62. Correction Tape
63. Guide Roller
64. Print Wheel
65. Print Point Indicator
66. Card Holder

5. HOW TO START TYPING

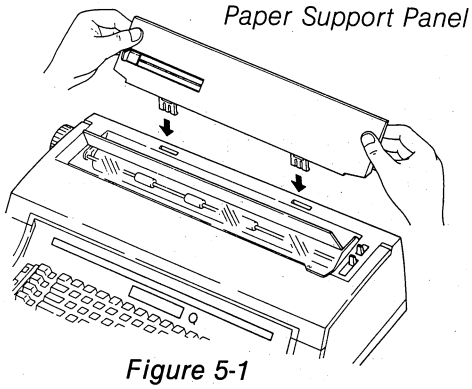


Figure 5-1

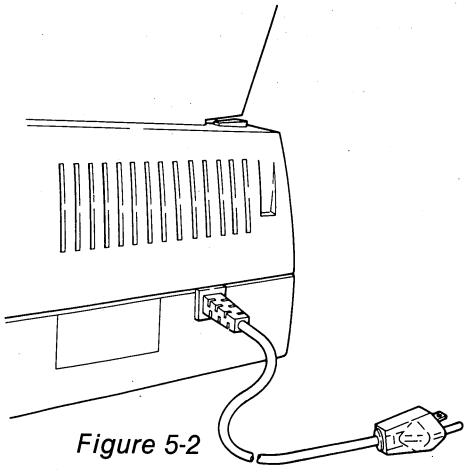


Figure 5-2

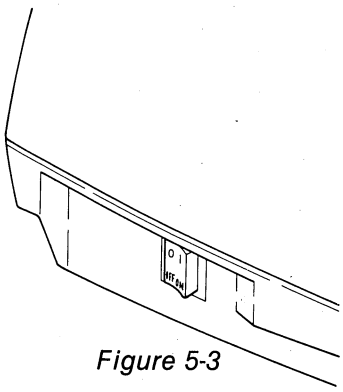
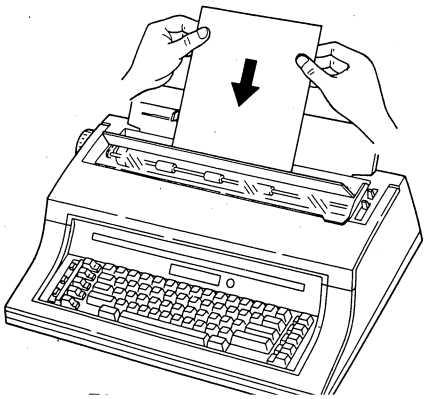


Figure 5-3



[1] Insert Paper Support Panel

Insert the Paper Support Panel as shown in Figure 5-1.

[2] Turn on the machine

Plug the Power Supply Cord (1) into a standard 115 volt AC ±15%, 60 Hz outlet (Figure 5-2).
The Power Switch (2) is located at the left rear of the typewriter (Figure 5-3).

When the machine is turned on, the following initial operations occur:

1) The Cursor Lamp behind the Margin Scale lights up.

2) The Carrier moves to the extreme left side, then moves to the left margin, and stops.

3) The Print Wheel rotates and stops at the programmed position.

While the above operations are happening, all other typewriter functions stop. Start the next operation only after the initial operations are completed.
Make sure the Print Wheel, Cassette Ribbon and Correction Tape are properly set and that there is a sufficient quantity of ribbon/correction tape remaining.

[3] Insert paper

Insert paper against the Sliding Paper Guide (3) (Figure 5-4).

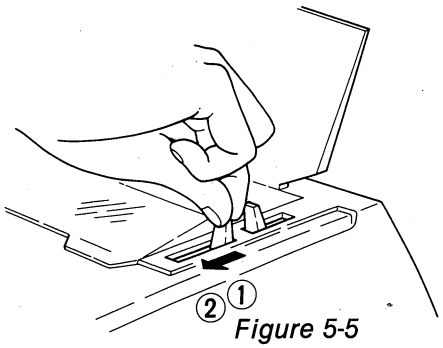


Figure 5-5

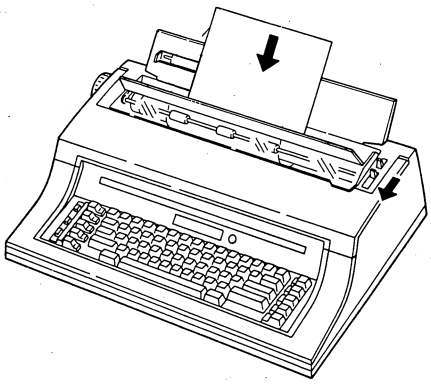


Figure 5-6

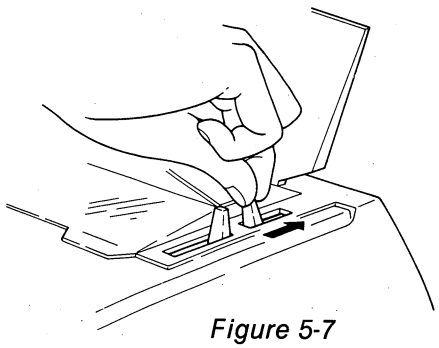


Figure 5-7

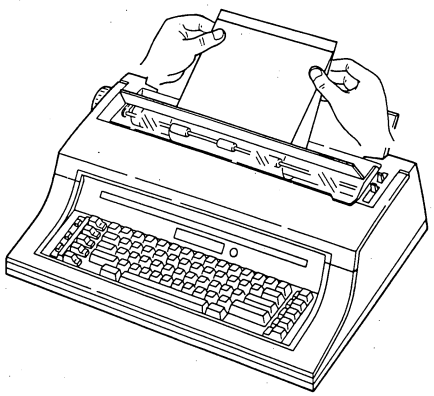


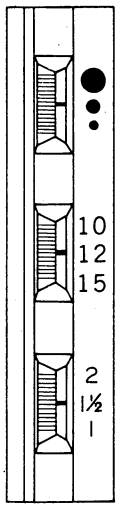
Figure 5-8

4 Auto Paper Injector

There are three lever positions: normal, position 1 and position 2 (Figure 5-5).
Pulling the lever to position 1 raises the Paper Bail. When the lever is pulled further to position 2, the carrier advances to 40 (Pica) on the Margin Scale, and the Platen rotates to automatically insert the paper (Figure 5-6) to a position one inch from the top of the page, after which the carrier returns to the left margin. Return the lever to the normal position before typing.

5 To center or straighten paper

The paper retainer is released when the Paper Release Lever is pushed backward. This allows paper to be adjusted by hand (Figure 5-7). Be sure to place the lever in its forward position when the paper is seated as desired (Figure 5-8).



6 Set typing controls

1) Impression Control
Print impression may vary with the type of print wheel, kind of paper or ribbon, and the number of carbon copies being made. Setting at the largest dot makes the heaviest impression. Adjust this control to achieve best print quality.

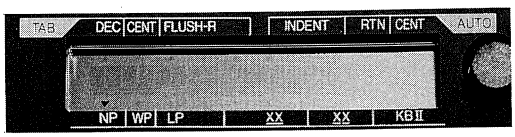
2) Type Pitch Selector
The Type Pitch Selector should be set according to the Print Wheel being used. Typing can be done with different pitches on the same line.
10: PICA pitch-10 characters per inch
12: ELITE pitch-12 characters per inch
15: MICRON pitch-15 characters per inch

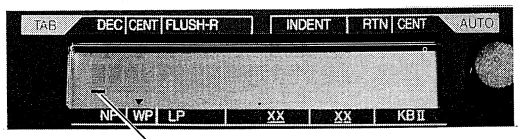
3) Line Space Selector

- Setting 1 provides one line (single spaced) between typed lines.
- Setting 1½ provides one and a half lines between typed lines.
- Setting 2 provides two lines (double spaced) between typed lines.

6. TYPEWRITER MODES

The 8011 has three different typing modes: Normal Print (NP), Word Print (WP) and Line Print (LP).





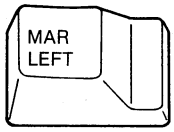
Cursor

1) When the power is first turned on, the typewriter is in the Normal Print (NP) mode. In this mode characters are typed without first appearing on the Liquid Crystal Display (LCD). That is, striking a key will immediately result in that character being typed on the paper. Corrections can be made with the Correction Key only.

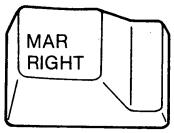
2) The mode changes each time the Mode Key is pressed. A ▼ appears on the LCD above NP when the typewriter is turned on and moves to the position above WP when the Mode Key is pressed once. (The cursor appears at the left end of the LCD at this time.) The ▼ moves to LP when the Mode Key is pressed again, and then returns to NP when the Mode Key is pressed a third time.

A detailed explanation of the LCD, and WP and LP modes is presented later in this manual. Throughout this manual, NP, WP and/or LP will appear beside the respective typewriter function. This indicates the mode(s) in which that function can be used.

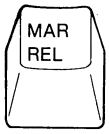
7. HOW TO PROGRAM MARGINS (MEMORY BACK-UP)



Left Margin Set Key



Right Margin Set Key



Margin Release Key

1 Auto margins

The following auto margins are permanently stored in this typewriter:

	Left Margin	Right Margin
PICA typing (10 pitch)	20	85
ELITE typing (12 pitch)	24	102
MICRON typing (15 pitch)	30	128

When the power is first turned on, the Print Point Indicator moves to the left auto margin and stops. The carrier moves to the right as you type, and a beep sounds when the Print Point Indicator is within 6 spaces of the right margin (hot zone). A second beep sounds if you continue typing at the right margin.

2 To set new margins/memory back-up

1) To set new margins move the Print Point Indicator to the desired position with the Space Bar or Back Space Key.

2) Press the Left or Right Margin Set Key. A beep will signal when either margin is set.
When you set a new left or right margin, the respective auto margin is automatically cleared.

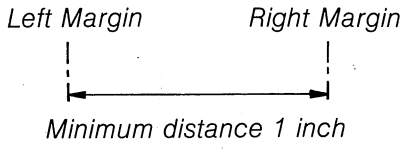
Your typewriter has a memory back-up circuit which protects the memory (containing margin settings/tab settings) for approx. 10 days.
The circuit is fully charged after the first four hours of usage. Using the typewriter at least 15 minutes once every 10 days will keep it charged.

3 To set new margins beyond the present margin

1) Move the Print Point Indicator to the left or right margin.

2) Press the Margin Release Key.

3) Move the Print Point Indicator to the desired position by using the Space Bar or Back Space Key.



4) Set the margin by pressing the Left or Right Margin Set Key.

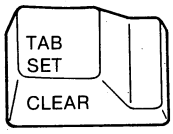
Note:
The left and right margins must be at least one inch apart. A left margin cannot be set to the right of the right margin, or a right margin to the left of the left margin.

4 When you want to type beyond a margin

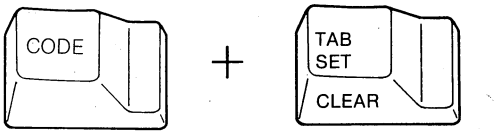
1) Press the Margin Release Key when the Print Point Indicator stops at the left or right margin.

2) Continue typing.

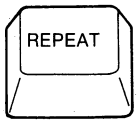
8. HOW TO PROGRAM TABS/HOW TO TAB



Tab Set/Clear Key



Code Key *Tab Set/Clear Key*



Repeat Key

1 How to set tabs

1) Move the Print Point Indicator to the position where you want to set a tab.

2) Press the Tab Set/Clear Key. A beep will sound each time a tab is set. A maximum of 24 tab stops can be set.

2 How to clear tabs

Clearing a single tab

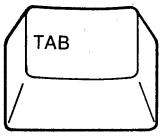
1) Move the Print Point Indicator to the tab you want to clear.

2) Hold down the Code Key and press the Tab Set/Clear Key. A beep will confirm that the tab has been cleared.

Clearing all tabs

1) Hold down the Code Key and press the Tab Set/Clear Key. Then release the Code Key and press the Repeat Key. Repeating beeps confirm that all tabs have been cleared. All tabs can be cleared regardless of carrier position.

Note:
In the Word and Line Print modes, tabs can be set only when the display has no characters on it. Use the Space Bar and Back Space Key to move the Print Point Indicator and follow the procedure above.



Tab Key

3 How to tab (NP, WP, LP)

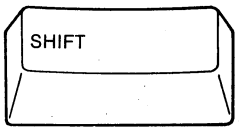
1) Press the Tab Key to advance the carrier to the next tab on the right. If there is no tab between the carrier and right margin, the carrier will advance to the right margin, and there is a beep. If the Tab Key is pressed with the carrier beyond the right margin and there is no tab before the end of the carriage, the carrier will advance to the right end of the carriage.

2) In the Word and Line Print modes, text that has been typed will be printed out, and the carrier will advance to the next tab, right margin or right end of carriage. All data disappears from the LCD and the cursor returns to the left end of the LCD.

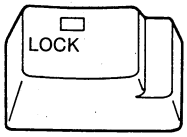
3) If the tab is within five spaces to the left of the right margin, a beep sounds.

   Note:
   Tab settings are protected by the memory back-up circuit for 10 days as explained in Section 7.

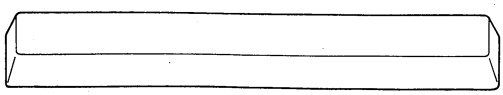
9. OPERATING FEATURES



Shift Key



Shift Lock Key

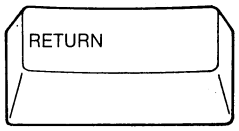


Space Bar

1) Shift Key (NP, WP, LP)
   To type capital letters or a character on the upper half of a key, press and hold down the Left or Right Shift Key. The Shift Lock Key LED lights up while either Shift Key is pressed.

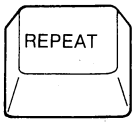
2) Shift Lock Key (NP, WP, LP)
   If you want to type a series of capital letters, you can lock the Shift Key in position. Press the Shift Lock Key. (The built-in lamp lights up when it is locked.) The Shift Lock Key is released by touching either Shift Key.

3) Space Bar (NP, WP, LP)
   A light touch on the Space Bar moves the Print Point Indicator ahead one space. For repeated spacing, just hold the Space Bar down a little more firmly. In the Word Print mode, the word that has been typed in is printed out and the carrier advances one space when the Space Bar is pressed.



Return Key

4) Return Key (NP, WP, LP)
To line space and return the Print Point Indicator to the left margin, (or temporary left margin when Paragraph Indentation has been activated), press the Return Key. In the Word Print and Line Print modes, text that has been typed in is first printed out before a carriage return is performed.
Refer to the respective sections for these modes.

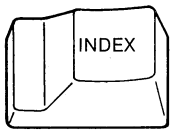


Repeat Key

5) Repeat Key (NP, WP, LP)
You can repeat any character on the same line. Press the Repeat Key after typing the character you want to repeat. Automatic repeat action continues until the Repeat Key is released.
Such functions as Spacing, Back Spacing, Index, Reverse Index, Tab Clear, Correction and moving cursor to the right or left also repeat if the Repeat Key is pressed after them.

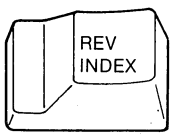
Back Space Key

6) Back Space Key (NP, WP, LP)
A light touch moves the Print Point Indicator backward one space. If you want to repeat back spacing, just press the Back Space Key down more firmly, and the Print Point Indicator moves backward until the Back Space Key is released.
In the Word and Line Print modes, this key is used to move the cursor on the LCD to the left. Characters continue to come out from the left one at a time as this key is pressed when the cursor is at the far left side of the display. This continues until you reach the beginning of the text. Depress this key firmly for repeated action.



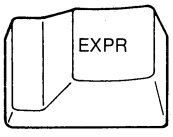
Index Key

7) Index Key (NP, WP, LP)
Press to advance paper or to line space without moving the Print Point Indicator. If you press the key all the way down and hold it, paper will advance continuously.
In the Word and Line Print modes, a Ψ appears on the LCD each time the Index Key is pressed. A one half line feed will be effected for each Ψ on the LCD (subscript).



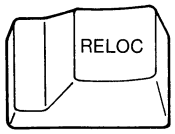
Reverse Index Key

8) Reverse Index Key (NP, WP, LP)
Press to retract paper, or to $\frac{1}{2}$ negative line space without moving the Print Point Indicator. If you press the key all the way down and hold it, paper will retract continuously.
In the Word and Line Print modes, a Λ appears on the LCD each time the Reverse Index Key is pressed. A reverse one half line feed will be effected for each Λ on the LCD (superscript).



Express Key

9) Express Key (NP, WP, LP)
Press to return the Print Point Indicator to the left margin without line spacing.
In the Word Print and Line Print modes, this key is used to move the cursor on the LCD to the right. Characters continue to come out from the right one at a time as this key is pressed when the cursor is at the far right side of the display. This continues



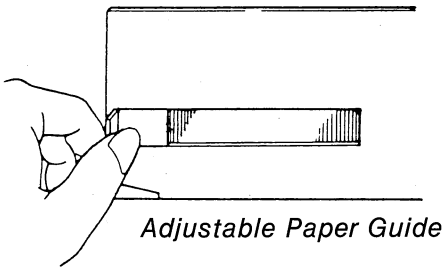
Relocation Key

10) Relocation Key (NP, WP, LP)
After backspacing to correct or underline text, etc., press the Relocation Key to return the Print Point Indicator to the space after the last character typed.
In the Word Print and Line Print modes, the cursor on the LCD returns to its former position after corrections, etc., when this key is pressed.

Half Space Key

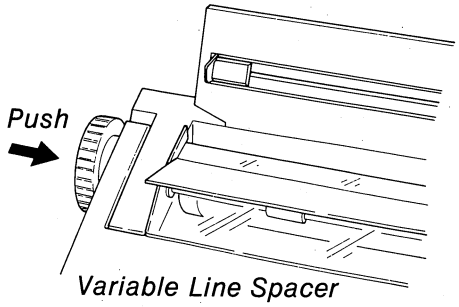
11) Half Space Key (NP)
Press to move the Print Point Indicator one half space to the right. This key is useful for inserting or deleting character(s) in between text.

Sample Usage	*(If you leave out a letter.)*	*(If you have one letter too many.)*
	`"Tools fr Everyone"`	`"Tools fore Everyone"`
	`"Tools for Everyone"`	`"Tools for Everyone"`



Adjustable Paper Guide

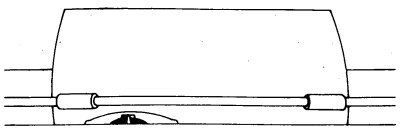
12) Adjustable Paper Guide
Used to mark the position at which the paper has been inserted so that subsequent pages can be put in the same position. Normally set the guide at the 8½″ mark. This helps ensure true feeding of paper.



Variable Line Spacer

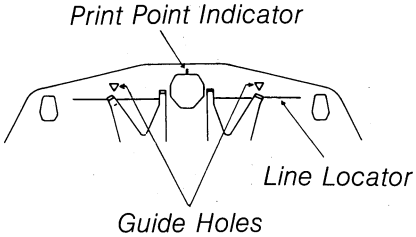
13) Platen Knob/Variable Line Spacer
A Variable Line Spacer is built into the Platen Knob. It lets you line up typing with words on something previously typed or on a preprinted form. Press the Platen Knob in while you turn it until the bottom of the typed line or a line on a preprinted form is even with the horizontal red line in the transparent Card Holder. Release the Variable Line Spacer and type.

Note:
Never use this knob during normal typing since corrections on other lines will probably not be performed properly. Only use the Index or Reverse Index Keys.



Paper Bail

14) Paper Bail
Holds paper firmly against the Platen.



15) Card Holder
The horizontal red line (Line Locator) in the transparent Card Holder denotes the bottom of the writing line. The vertical line (Print Point Indicator) marked above the window aligns with the center of each character.

Draw vertical or horizontal lines quickly and easily by inserting a pencil or pen in either of the Guide Holes on both sides of the Card Holder. For vertical lines, roll the Platen up or down. For horizontal lines, move the Carrier to the left or right with the Space Bar or Back Space Key.

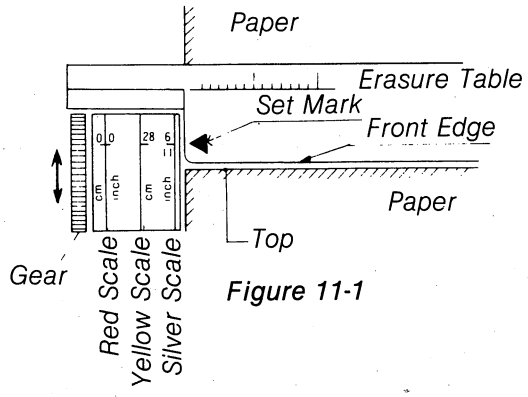


Figure 11-1

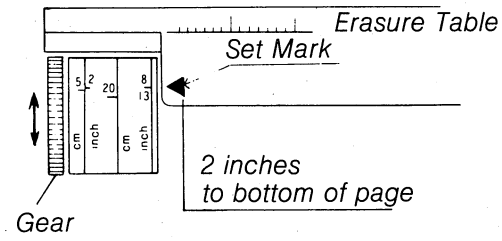


Figure 11-2

16) Paper End Indicator
There are 3 scales on this indicator. The right scale (silver) denotes the length of paper in inches. The center scale (yellow) denotes the length of paper in centimeters. The left scale (red) indicates the length of paper remaining in both inches and centimeters.

To set the indicator:

1. Align the top of the paper with the front edge of the Erasure Table (Figure 11-1).

2. Align the number equal to the length of the paper (on the silver scale for inches and yellow scale for centimeters) with the ◀ mark on the left edge of the Erasure Table by rotating the Gear by hand.

If you are using standard 8½ × 11″ paper, the scale should be set as shown in Figure 11-1.

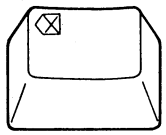
To read the gauge:

1. Read the number (in inches or centimeters) on the red scale that is lined up with the ◀ mark on the Erasure Table when the bottom of the paper is no longer in sight, to determine how much paper remains (Figure 11-2). In this example two inches, or 5 centimeters, of paper remains.

10. HOW TO CORRECT (NP, WP, LP)

Your new typewriter has a 200 character automatic correction memory. The machine remembers up to 200 characters typed in the last five lines (single spacing) thereby allowing you to correct any or all of the characters. (For one and a half line spacing - 4 lines and double spacing - 3 lines.)

See MOVING CURSOR AND CHANGING TEXT, Section 15 for corrections made on the LCD. Corrections are made as described in this section for text that has been printed on paper.

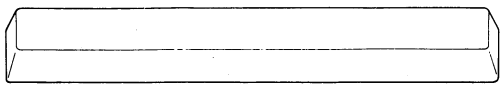


Correction Key

[1] Correcting any or all of the last 200 characters in the last five lines.

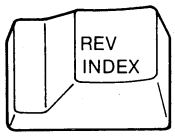
1) Press the Correction Key all the way down and hold it. The machine will automatically keep erasing characters in the correction memory range stated above until the Correction Key is released.

2) Type the correct characters.

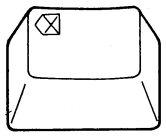


Space Bar

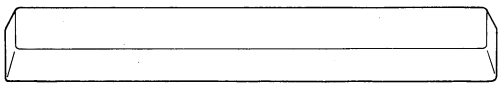
Back Space Key



Reverse Index Key

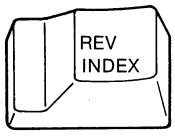


Correction Key

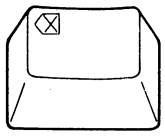


Space Bar

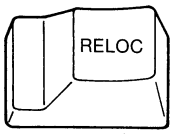
Back Space Key



Reverse Index Key



Correction Key



Relocation Key

2 Correcting the last character typed

1) Touch the Correction Key once (DO NOT press firmly). The Carrier will backspace once and erase the incorrect character.

2) Type the correct character.

3 Correcting previous character(s) within the correction memory.

1) Move the Print Point Indicator by using the Reverse Index Key, the Space Bar, and/or the Back Space Key to align it with the character to be corrected.

2) Touch the Correction Key (DO NOT press firmly) to erase the incorrect character. If you want to erase more than one character, press the Correction Key all the way down and hold it. The machine will automatically keep erasing characters in the range stated above until the Correction Key is released.

3) Type the correct character(s).

Note:
The correction memory for the first line typed is cleared when you press the Return Key after typing out the fifth line (single spacing). It is also cleared if you use the Index, Reverse Index or Return Keys and go beyond the five line-range, or if you activate the Paper Injector Lever.

4 Correcting character(s) beyond the correction memory

1) Move the Print Point Indicator by using the Reverse Index Key, the Space Bar, and the Back Space Key to the position one space to the right of the character to be corrected.

2) Press the Correction Key. The Print Point Indicator will backspace to the incorrect character.

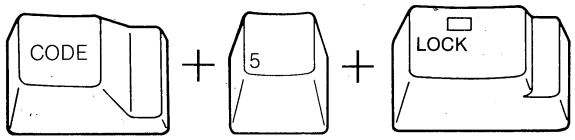
3) Type the incorrect character. The character will be erased.

4) Type the correct character.

5 Relocation Key

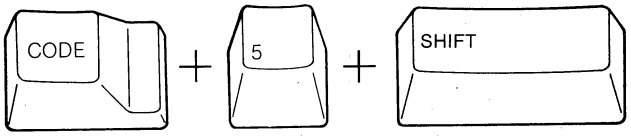
If the correction was within 16 lines (with single spacing, 10 lines with one and a half line spacing and 8 lines with double spacing), you can return the Print Point Indicator to its previous location by pressing the Relocation Key. The Print Point Indicator will go to the space after the last character typed.

11. SECOND KEYBOARD (SPECIAL CHARACTER SET) (NP, WP, LP)



Shift Lock Key

or



Shift Key

Your typewriter can type the following special signs and symbols located at the upper right side of the three character keys (top row):

|	Vertical line
²	Exponent
³	Exponent
£	Pound
°	Degree
•	Bullet
<	Less than
>	Greater than
±	Plus/minus
®	Registered mark

These signs and symbols can be typed as follows:

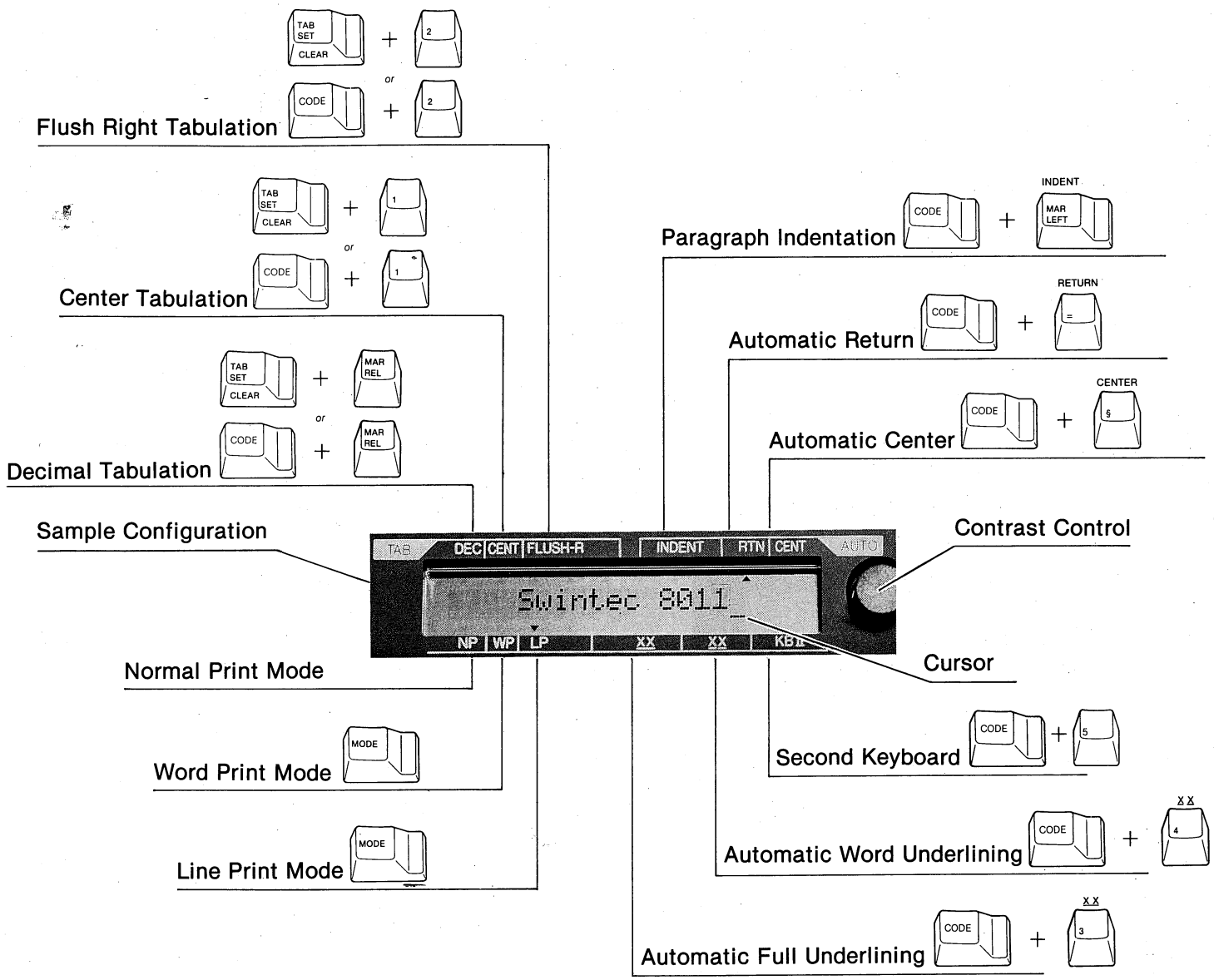
1) Hold down the Code Key and press the #5 Key. A ▼ appears on the LCD above KBII.

2) Press and hold down the Shift Key or press the Shift Lock Key to lock it.

3) Type the key with the desired symbol. (If you pressed the Shift Key, you must keep it depressed.)

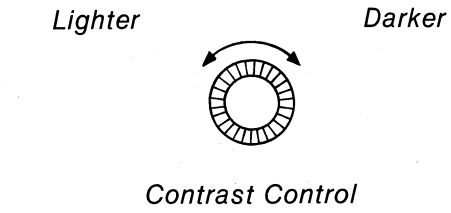
4) Hold down the Code Key and press the #5 Key again to terminate the second keyboard and restore the standard keyboard. The ▼ disappears from above KBII on the LCD. If you used the Shift Lock Key, press either of the Shift Keys to unlock it.

12. 20 CHARACTER LIQUID CRYSTAL DISPLAY (LCD)



1) Each of the above functions is selected with the keys shown above.
Refer to the respective sections for detailed explanations of each function.

2) Characters are displayed on the LCD when in the Word Print or Line Print modes.

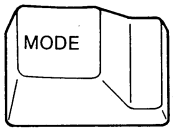


Contrast Control

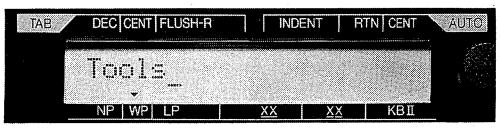
3) LCD Contrast
The control shown on the left is used to adjust the contrast of the LCD. Turn clockwise to make the display darker, and counterclockwise to make it lighter.

13. WORD PRINT MODE (WP)

This mode allows you to print words one at a time, so as to correct any typed entry before the word is printed.



1) Use the Mode Key to select the Word Print mode. (A ▼ appears above WP on the LCD.) Margins and tabs can be set as explained in the respective sections. In the Word Print mode, characters appear on the display as you type them and the word is typed out on paper when each word is completed after you press the Space Bar, Return or Tab Key.



2) The carrier advances one space after printing the word if you press the Space Bar or to the next tab if the Tab Key is pressed, or performs a carriage return if the Return Key is pressed. A carriage return occurs automatically when a space or hyphen is typed in the hot zone if the Automatic Return feature has been selected (see AUTOMATIC RETURN, Section 17).

Sample Printout

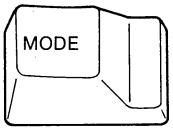
```
Tools
```

3) You can type in the next word, which will be displayed on the LCD while the previous word is being printed out.

4) Words can be corrected before they are printed. (See MOVING CURSOR AND CHANGING TEXT, Section 15.)

14. LINE PRINT MODE (LP)

This mode allows you to print lines one at a time, so as to correct any typed entry before the line is printed.



1) Use the Mode Key to select the Line Print mode (a ▼ appears above LP on the LCD). Margins and tabs are set as explained in their respective sections. Characters appear on the display as you type them in, and are printed when you press the Tab or Return Key.

Sample Printout

Left Margin *Right Margin*

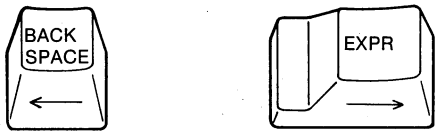
Meeting the New Markets

2) The carrier advances to the next tab, right margin, or right carriage end if the Tab Key is pressed, and performs a carriage return when the Return Key is pressed. A carriage return occurs automatically when a space or hyphen is typed in the hot zone if the Automatic Return feature has been selected (see AUTOMATIC RETURN, Section 17).

3) You can type in new text while the previous line is being printed out.

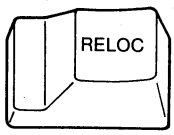
4) Text can be corrected before it is printed. (See MOVING CURSOR AND CHANGING TEXT, Section 15.)

15. MOVING CURSOR AND CHANGING TEXT



1 Moving cursor (WP, LP)

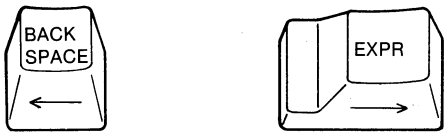
Press the Back Space Key to move the cursor to the left and the Express Key to move the cursor to the right. (Continue depressing the Back Space Key or Express Key for repeated action.) Repeated action also occurs if the Repeat Key is pressed after either key. When you reach the far left or right side of the LCD, characters continue to appear one by one from the respective side (characters on the LCD move one space at a time to the right or left) until you reach the beginning or end of the text.

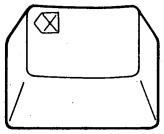


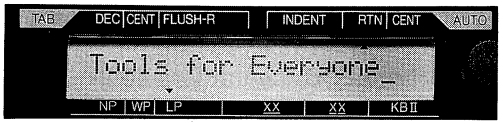
2 Changing text (WP, LP) (on LCD only)

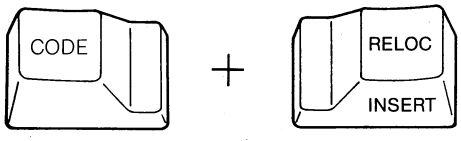
1) Overstriking

You can type over an incorrect character to correct it. Use the Back Space and/or Express Key to bring the cursor under the character you want to correct, then type the correct character. In the example on the left, the cursor is first positioned under the s in Toosl. An l is first typed then an s, for Tools. Press the Relocation Key to return the cursor to its former position. (Pressing the Relocation Key brings the cursor to the end of the line.)









2) Deleting

<In between text>

If after the text has been typed, you want to delete one or more characters, position the cursor (by using the Back Space and/or Express Key) under the character at the far left of the word or phrase you want to correct.

Press the Correction Key to delete the extra o above the cursor in the example on the left. The l is pulled from the right and is now above the cursor. Each time the Correction Key is pressed, the character above the cursor is deleted, and the text is pulled to the left. Press the Repeat Key or hold the Correction Key down to quickly delete a number of characters.

<At end of text>

When the cursor is at the end of the text, characters are pulled to the right as each deletion is made. In the example on the left, press the Correction Key to delete the extra e.

Note:
If the beginning of the text appears at the left side of the LCD with the cursor at the end of the text, the cursor will move to the left each time a deletion is made.

3) Inserting

Any number of characters can be inserted. Use the Back Space and/or Express Key to bring the cursor to the character one space to the right of where you want to insert text. Hold down the Code Key and press the Relocation Key. The character above the cursor starts to flash.

Type in the desired character(s) and/or space(s). Insertions are effected to the left of the cursor. The cursor moves one space to the right for each character inserted. (When the cursor is at the far right side of the LCD, text is pushed to the left for each character inserted.)

In the example on the left, position the cursor under the y. Hold down the Code Key and press the Relocation Key, and then type in er.

Hold down the Code Key and press the Relocation Key again to terminate the insert mode. Then press the Relocation Key to return the cursor to the end of the text.

3 Sample letter

Featured in the letter below are many of the advanced functions your new typewriter can perform. Next to each function displayed is its name and the section in which its use is described. This example can also be used as a handy index of sorts, as it illustrates the most commonly used functions and tells you where their use is described. Other functions described in this manual should be learned as they are needed.

"Tools for Everyone"
Consolidated Tool Co., Inc.
1138 Elm Boulevard
Chicago, Illinois 60690

Automatic Centering, Section 18

June 3, 1985

Required Space, Section 31

Everyday Hardware, Inc.
10,301 Main Street
Portland, Oregon 98645

Dear Sir:

Thank you very much for your letter of May 23 and for your inquiry as to any developments in our product line for next year.

As a favored customer we are at present offering you a 10% discount on all products ordered. We certainly understand your position and we realize that recently the market for our products has been somewhat slow. Therefore, to thank you for our long and beneficial relationship we have decided that we can offer an additional 5% discount. We truly hope this will help the situation.

We are not standing still but continually attempting to improve our line and to meet the changing needs of the market. We are planning to introduce several new sets with different combinations of tools aimed at satisfying the needs of the increasing number of people just starting to become involved in home improvements. We feel this will be a substantial market in the years to come.

The following passage from Tools Today typifies our feelings on the matter.

Full Underlining, Section 23

Paragraph Indention, Section 16

"The market will continually grow as the expense of hiring out home improvements increases. Consumers will be forced to do whatever is necessary and this fact offers a grand opportunity to all those involved in this area!"

Please look under the following areas in the Company Prospectus inserted which describes our goals for the coming years

Section Title	Section	Pages
Meeting the New Markets	2.3-2	31- 46
Our Answer	11.6	93 - 102
What We Can Do Together	14.1-61	209 - 234

Word Underlining, Section 24

Flush Right Tabulation, Section 21

Decimal Tabulation, Section 19

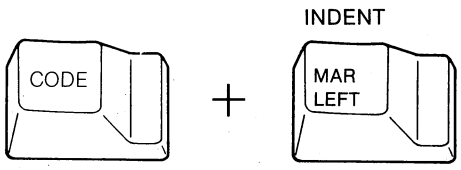
Thank you again for your continued use of our products. We wait for your reply.

Sincerely Yours,

James Harrison
Assistant Sales Manager

Center Tabulation, Section 20

16. PARAGRAPH INDENTATION (TEMPORARY MARGIN) (NP, WP, LP)



This feature allows you to set a temporary left margin when you want to indent an entire paragraph without tabbing or spacing after each carriage return.

1) To activate PARAGRAPH INDENTATION, hold down the Code Key and press the Left Margin Key. A ▲ appears below INDENT on the LCD.

2) The carrier will advance to the first tab setting and this becomes the temporary left margin (continue holding down the Code Key and press the Left Margin Key as many times as desired to advance the carriage to any further tab settings and set the temporary margin at that position). A tab must be set to activate this function. If no tabs have been set, this instruction will be ignored by the typewriter, and no ▲ will appear on the LCD.

3) Until terminated this position will be the temporary left margin.

4) To terminate PARAGRAPH INDENTATION, hold down the Code Key and press the Left Margin Key. The ▲ below INDENT on the LCD disappears.

Note:
Paragraph Indentation can be activated only when the LCD is clear.

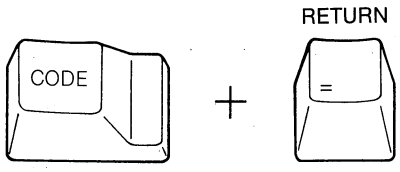
Sample Printout

Left Margin *Right Margin*

Tab position

"The market will continually grow as the expense of hiring out home improvements increases. Consumers will be forced to do whatever is necessary and this fact offers a grand opportunity to all those involved in this area!"

17. AUTOMATIC RETURN (NP, WP, LP)



You will find AUTOMATIC RETURN perhaps the most helpful feature of this typewriter. By completely eliminating the need to hit the Return Key at the end of a line, time is saved and your train of thought is not broken. The following procedure lets the typewriter automatically return for you.

1) Hold down the Code Key and press the = Key. A ▲ will appear below RTN on the LCD.

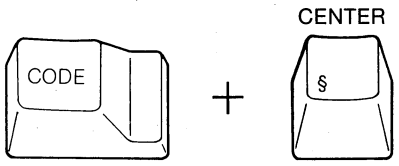
2) A beep is heard when you enter the hot zone (which is five spaces to the left and anywhere to the right of the right margin). A carriage return is performed when you type a normal hyphen or space in this zone.

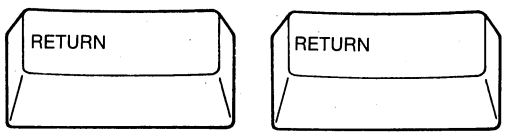
3) To terminate AUTOMATIC RETURN, hold down the Code Key and press the = Key again. The ▲ below RTN on the LCD will disappear.

Note:
The carrier will continue to advance past the right margin until a hyphen or space is typed.

AUTOMATIC RETURN does not operate while the AUTOMATIC CENTER function is activated.

18. AUTOMATIC CENTER (NP, WP, LP)





This feature allows you to center text evenly between the left and right margins. (Text can also be centered on a tab. See CENTER TABULATION, Section 20.)

1) To activate AUTOMATIC CENTER, hold down the Code Key and press the § Key. A ▲ appears below CENT on the right side of the LCD.

2) The carrier automatically advances to the center of the margin settings.

Note:
If any text remains on the LCD when you activate the Automatic Center function, it will be printed first and then the carrier automatically advances to the center of the margin settings.

3) Type in the text to be centered and then press the Return Key twice (once to print the text and the second time to effect a carrier return). The ▲ below CENT disappears after printing. If you make a mistake in the Normal Print mode, press the Correction Key and retype the text.
Corrections on the LCD are effected as explained under "Changing text" in the WP or LP mode,

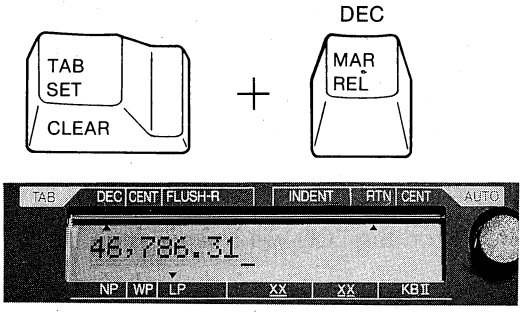
Sample Printout

4) Repeat the above procedure for each line of text you want to center.

Left Margin ↓ *Right Margin* ↓

```
"Tools for Everyone"
Consolidated Tool Co., Inc.
1138 Elm Boulevard
Chicago, Illinois  60690
```

19. DECIMAL TABULATION (NP, WP, LP)



This feature allows you to type numbers in columns easily. All numbers are automatically aligned by their decimal points.

1 INDIVIDUAL DECIMAL TABS

Tabs can be individually programmed as Decimal Tabs which remain effective until you clear that tab. This is probably the type of decimal tab that you will usually find the most convenient to use.

Setting

Individual Decimal Tabs can be set in the NP, WP or LP mode by first pressing the Tab Set Key and then the Margin Release Key while still holding the Tab Set Key. A ▲ appears below DEC on the LCD and is thereafter displayed any time you tab to that stop. Decimal tabs set in this manner will always be decimal tabs, regardless of the mode you are in (NP, WP or LP).

Note:
In the Word and Line Print modes, Individual Decimal Tabs can be set by using the Space Bar and/or Back Space Key when the display is clear.

Using

1) Tab to the desired location.

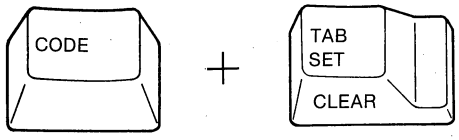
2) Type in the number.
Corrections are made as explained in Section 15, under "Changing text."

3) You now have 2 options:
a) Press the Return Key. Text will be printed out.

b) OR, press the Tab Key. Text will be printed out and the carrier will advance to the next tab position.

Tab position ↓

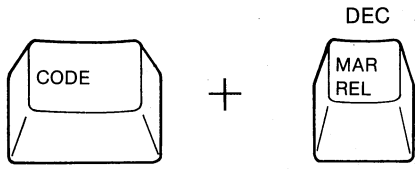
```
46,786.31
   549.82
 2,438.07
    43.29
```



4) To advance to the next line of text, press the Return Key and repeat steps 1 through 3. (Therefore, if you selected option (a) above, you must press the Return Key twice to effect a carriage return.)

Clearing
Clear Individual Decimal Tabs by bringing the Print Point Indicator to that position, holding down the Code Key and pressing the Tab Set/Clear Key. If you want to clear all tabs, hold down the Code Key, press the Tab Set/Clear Key. Then release the Code Key and press the Repeat Key.

Note:
The Print Point Indicator can be at any position on the carriage.



2 GROUP DECIMAL TABS
All tabs become decimal tabs until the function is terminated.

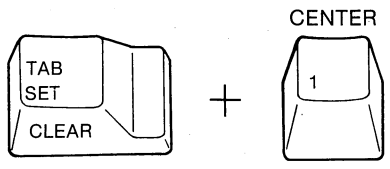
1) Hold down the Code Key and press the Margin Release Key to activate Group Decimal Tabs. A ▲ appears below DEC on the LCD.

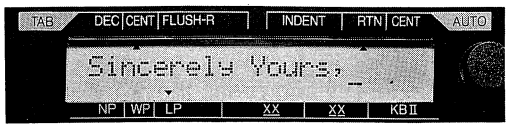
2) Enter text as explained above.

3) To terminate Group Decimal Tabs, hold down the Code Key and press the Margin Release Key again. The ▲ below DEC on the LCD disappears.

Note:
All tabs set prior to or while the Group Decimal Tab function explained above is activated automatically become Decimal Tabs. Tabs set in this mode become Normal tabs after the Group Decimal Tab function is terminated.

20. CENTER TABULATION (NP, WP, LP)





This feature allows you to automatically center text at a desired tab location. Text may also be automatically centered in between the left and right margins. (See AUTOMATIC CENTER, Section 18.)

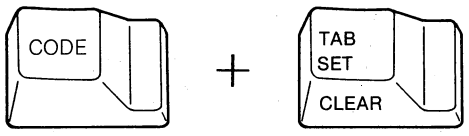
1 INDIVIDUAL CENTER TABS

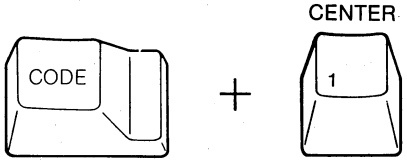
Tabs can be individually programmed as center tabs which remain effective until you clear that tab. This is probably the type of center tab that you will usually find the most convenient to use.

Tab position

Sincerely Yours,

James Harrison
Assistant Sales Manager





Setting

Individual Center Tabs can be set in the NP, WP or LP mode by first pressing the Tab Set Key and then the #1 Key while still holding the Tab Set Key. A ▲ appears below CENT on the LCD and is thereafter displayed any time you come to that tab. Center tabs set in this manner will always be center tabs, regardless of the mode you are in (NP, WP or LP).

Note:
In the Word and Line Print modes, Individual Center Tabs can be set by using the Space Bar and/or Back Space Key when the display is clear.

Using

1) Tab to the desired location.

2) Type in the text to be centered.
Corrections are made as explained in Section 15, under "Changing text".

3) You now have 2 options:
a) Press the Return Key. Text will be printed according to the respective print mode, centered on the tab position.

b) OR, press the Tab Key. The carrier will advance to the next tab position.

4) To advance to the next line of text, press the Return Key and repeat steps 1 through 3. (Therefore, if you selected option (a) above, the Return Key must be pressed twice to effect a carrier return.)

Clearing

Clear Individual Center Tabs by bringing the Print Point Indicator to that position, holding down the Code Key and pressing the Tab Set/Clear Key. If you want to clear all tabs, hold down the Code Key, press the Tab Set/Clear Key. Then release the Code Key and press the Repeat Key.

Note:
The Print Point Indicator can be at any position on the carriage.

2 GROUP CENTER TABS

All tabs become center tabs until the function is terminated.

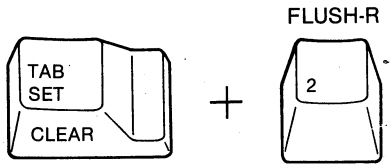
1) Hold down the Code Key and press the #1 Key to activate Group Center Tabs. A ▲ appears below CENT on the LCD.

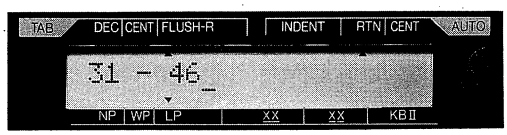
2) Enter text as explained above.

3) To terminate Group Center Tabs, hold down the Code Key and press the #1 Key again. The ▲ below CENT on the LCD disappears.

Note:
All tabs set prior to or while the Group Center Tab function explained above is activated automatically become Center Tabs. Tabs set in this mode become Normal tabs after the Group Center Tab function is terminated.

21. FLUSH RIGHT TABULATION (NP, WP, LP)





This feature allows you to align text evenly to the left of a particular tab setting.

1 INDIVIDUAL FLUSH RIGHT TABS

Tabs can be individually programmed as Flush Right Tabs which remain effective until you clear that tab. (This is probably the type of flush right tab that you will usually find the most convenient to use.)

Setting

Individual Flush Right Tabs can be set in the NP, WP or LP mode by first pressing the Tab Set Key and then the #2 Key while still holding the Tab Set Key. A ▲ appears below FLUSH-R on the LCD and is thereafter displayed any time you come to that tab. Flush Right Tabs set in this manner will always be Flush Right Tabs, regardless of the mode you are in (NP, WP or LP).

Note:
In the Word and Line Print modes, Individual Flush Right Tabs can be set by using the Space Bar and/or Back Space Key when the display is clear.

Using

1) Tab to the desired location.

2) Type in the text to be aligned.
Corrections are made as explained in Section 15, under "Changing text".

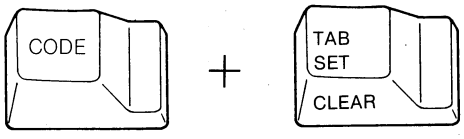
Tab Position


```
31- 46
93 - 102
209 - 234
```

3) You now have 2 options:
a) Press the Return Key. Text will be printed according to the respective print mode, flush right at the tab position.

b) OR, press the Tab Key. Text will be printed and the carriage will advance to the next tab position.

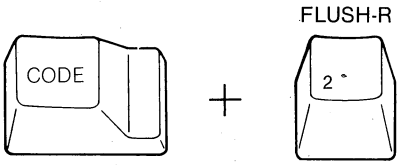
4) To advance to the next line of text, press the Return Key and repeat steps 1 through 3. (Therefore if you elected option (a) above, you must press the Return Key twice to effect a carrier return.)



Clearing

Clear Individual Flush Right Tabs by bringing the Print Point Indicator to that position, holding down the Code Key and pressing the Tab Set/Clear Key. If you want to clear all tabs, hold down the Code Key press the Tab Set/Clear Key. Then release the Code Key and press the Repeat Key.

Note:
The Print Point Indicator can be at any position on the carriage.



2 GROUP FLUSH RIGHT TABS

All tabs become flush right tabs until the function is terminated.

1) Hold down the Code Key and press the #2 Key to activate Group Flush Right Tabs. A ▲ appears below FLUSH-R on the LCD.

2) Enter text as explained above.

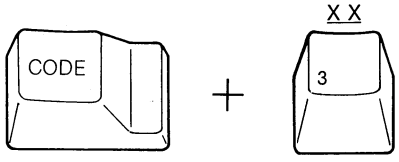
3) To terminate Group Flush Right Tabs, hold down the Code Key and press the #2 Key again. The ▲ below FLUSH-R on the LCD disappears.

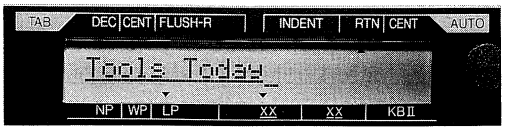
Note:
All tabs set prior to or while the Group Flush Right Tab function explained above is activated automatically become Flush Right Tabs. Tabs set in this mode become Normal tabs after the Group Flush Right Tab function is terminated.

22. COMBINATION OF DECIMAL/CENTER/FLUSH RIGHT/ NORMAL TABS

Any combination of individual decimal/center/flush right/normal tabs can be set. This is a convenient feature when making tables with both numbers and words. See the respective sections for how to set individual tabs.
The sample letter on page 20 shows a good example of this feature.

23. AUTOMATIC FULL UNDERLINING (NP, WP, LP)





Sample Printout

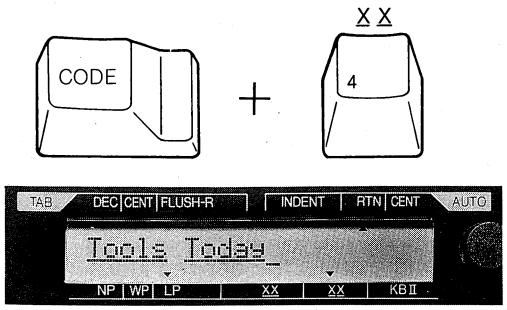
This feature allows for simultaneous underlining of all text (including spaces) as you type.

1) To activate FULL UNDERLINING, hold down the Code Key and press the #3 Key. A ▼ appears above X X on the LCD.

2) Type in the text that you wish to be underlined.

3) To terminate FULL UNDERLINING, hold down the Code Key and press the #3 Key again. The ▼ above X X on the LCD disappears.

24. AUTOMATIC WORD UNDERLINING (NP, WP, LP)



Sample Printout

Tools Today

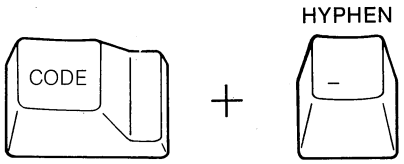
This feature provides for automatic underlining of all text except spaces.

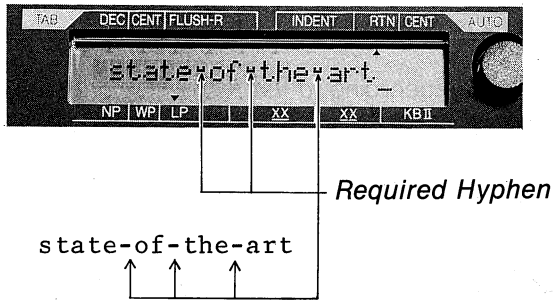
1) To activate WORD UNDERLINING, hold down the Code Key and press the #4 Key. A ▼ appears above X X on the LCD.

2) Type in the text. It will appear as in the example shown on the left.

3) To terminate WORD UNDERLINING, hold down the Code Key and press the #4 Key again. The ▼ above X X on the LCD disappears.

25. REQUIRED HYPHEN (NP, WP, LP)





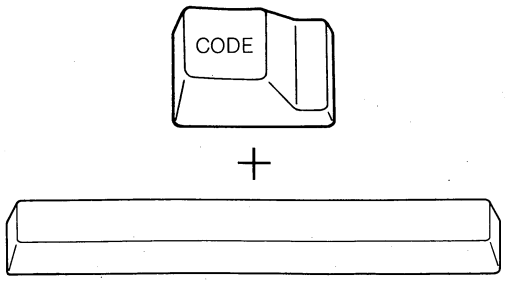
state-of-the-art

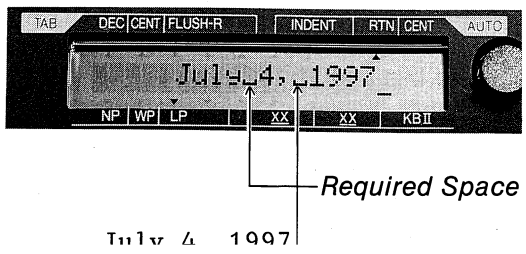
This feature allows you to input hyphens that will not be separated by the automatic return feature. (Normally the carrier automatically returns when you type a hyphen after entering the hot zone with the Automatic Return feature activated.)

1) To type a required hyphen, hold down the Code Key and press the Hyphen Key. A ␣ is displayed on the LCD for each required hyphen input.

2) The carrier will never return automatically after a hyphen that has been typed in this manner.

26. REQUIRED SPACE (NP, WP, LP)





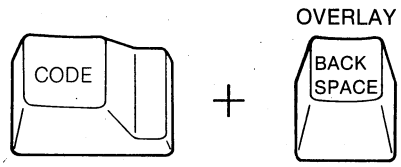
July 4 1997

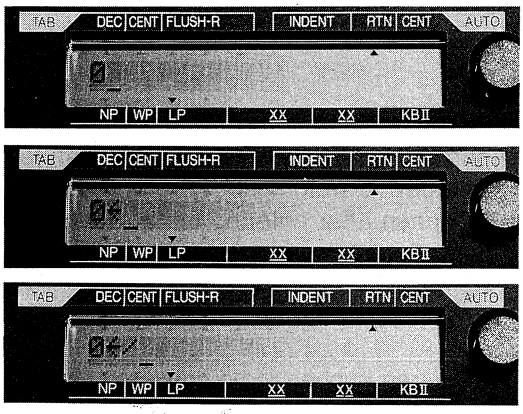
This feature allows you to input spaces that will not be separated by the automatic return feature. (Normally the carrier automatically returns when you type a space after entering the hot zone with the automatic Return feature activated.)

1) To type a required space, hold down the Code Key and press the Space Bar. A ␣ is displayed on the LCD for any required space that is typed.

2) The carrier will never return automatically after a space that has been typed in this manner.

27. OVERLAY (WP, LP)





This feature is used during the WP and LP modes to print a character, and then another character on top of it without spacing. (The same effect can be obtained in the Normal Print mode by using the Back Space Key after typing the first character.)

1) To activate Overlay, press the desired key (character appears on the LCD).

2) Hold down the Code Key and press the Back Space Key (← appears on the LCD).

3) Press the key you want to type over the first character (character appears on the LCD).

4) Print out is effected according to the respective mode.

Example:

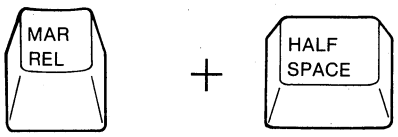
a) The #0 Key is pressed.

b) The Code Key is held down and the Back Space Key pressed.

c) The / Key is pressed.

d) Ø is printed according to the respective print mode.

28. STENCIL TYPING (NP, WP, LP)



This feature lets you type stencil masters by preventing the ribbon from being raised.
To activate STENCIL TYPING, hold down the Margin Release Key and press the Half Space Key. (The LCD must be clear to activate or terminate this function.)
A beep sounds indicating this mode has been activated and "STENCIL TYPING ON" appears on the LCD. This disappears upon any input.

Hold down the Margin Release Key and press the Half Space Key again to terminate this function, which is confirmed by another beep and "STENCIL TYPING OFF" appearing on the LCD. This also disappears upon any input.

This feature lets you quickly delete text you want to change that is beyond the correction memory. First bring the Print Point Indicator to the first letter. Then activate this feature and type text as it is printed on paper (this enters the text into the correction memory). Then terminate this feature and hold down the Correction Key to erase text. Now retype desired text.

29. HOW TO CHANGE RIBBON CASSETTE

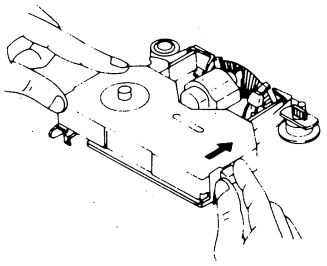


Figure 29-1

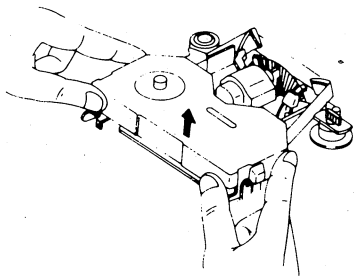


Figure 29-2

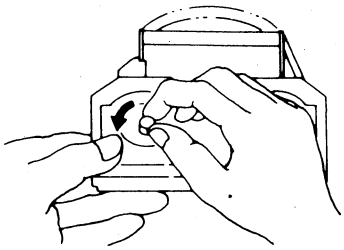


Figure 29-3

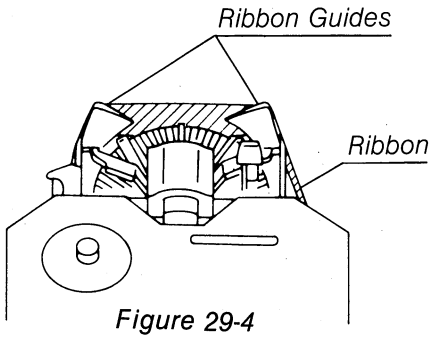


Figure 29-4

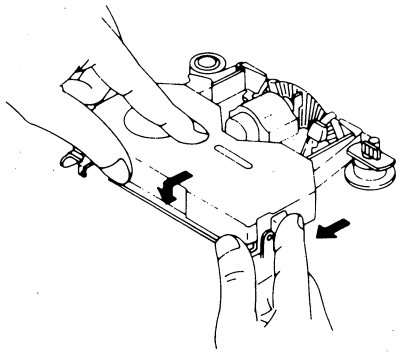


Figure 29-5

1 Removing Ribbon Cassette:

1) Turn off the machine.

2) Lift the Top Cover of the typewriter.

3) Push the Cassette Release Lever to the rear of the machine (Figure 29-1).

4) Place your fingers on the Cassette as shown in Figure 29-2 and remove the Cassette by pulling it straight up.

   CAUTION:
   Do not try to remove the Cassette quickly. Remove it slowly and carefully to minimize the chance of damaging the ribbon.

2 Installing Ribbon Cassette

1) Before installing the Cassette, always tighten the ribbon by rotating the Knob counterclockwise. For a new Cassette, wind completely past the colored portion at the beginning (Figure 29-3).

2) Lay the ribbon to the rear of the Ribbon Guides, pull the Cassette towards you slightly and push it down on the stand until it drops into place (Figure 29-4).

3) Pull the Cassette Release Lever back towards you (Figure 29-5).

4) Turn the Cassette Wind Knob to take up any slack that may have occured when installing the Cassette Ribbon.

5) Close the Top Cover of the typewriter.

   Note:
   Before using a Cassette Ribbon to type, look through the window in the Cassette to check on how much ribbon remains. Replace the Ribbon Cassette if you can see colored tape in the window.

30. HOW TO CHANGE PRINT WHEEL

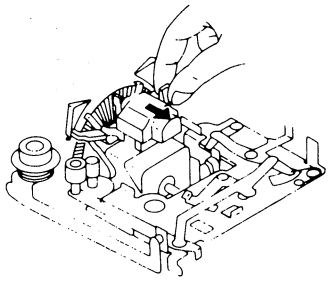


Figure 30-1

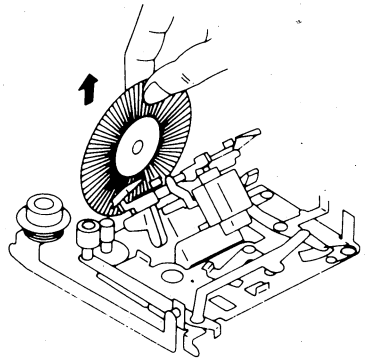


Figure 30-2

1 Removing Print Wheel

1) Open the Top Cover of the typewriter and remove the Cassette Ribbon as explained under "Removing Ribbon Cassette".

2) Pull the Print Wheel Release Lever (red) towards you to raise the Print Head Mechanism.

3) Pull the Lever again a little more firmly to release the Print Wheel (Figure 30-1).

4) Take out the Print Wheel (Figure 30-2).

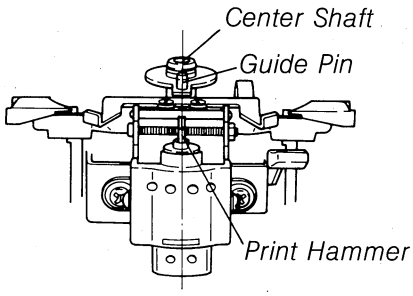


Figure 30-3

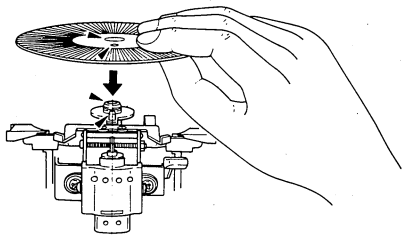


Figure 30-4

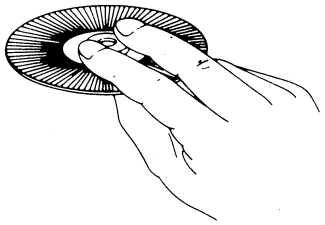


Figure 30-5

2 Installing Print Wheel

1) Make sure the Guide Pin is aligned with the Center Shaft and the Print Hammer (Figure 30-3).

2) Fit the Round Hole in the center of the Print Wheel onto the Center Shaft while lining up the rectangular hole in the Print Wheel with the Guide Pin (Figure 30-4).
Make sure that the typeface points toward the platen.

3) Press the center portion of the Print Wheel with your fingers as illustrated until it snaps into place (Figure 30-5).

4) Push the Lever back slowly to return the Print Wheel to its original position.

5) Check again to make sure the Print Wheel is properly set.

6) Replace the Cassette Ribbon.

31. HOW TO CHANGE CORRECTION TAPE

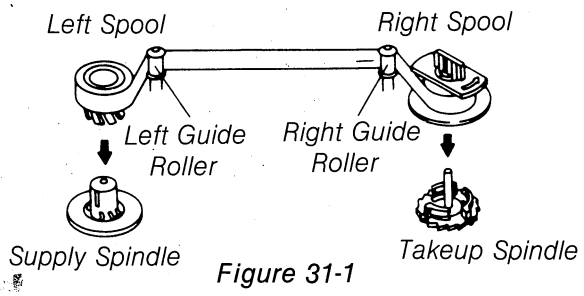


Figure 31-1

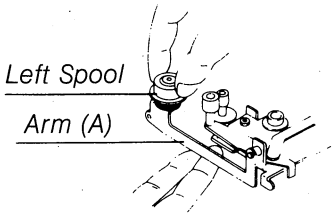


Figure 31-2

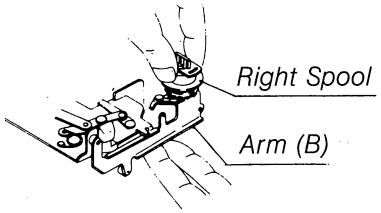


Figure 31-3

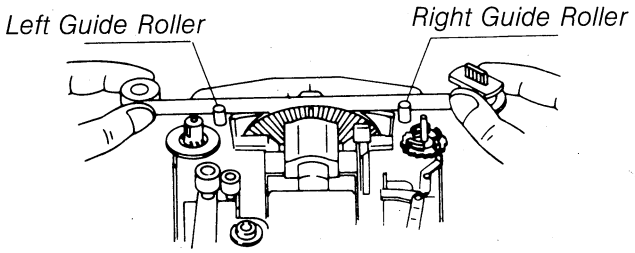


Figure 31-4

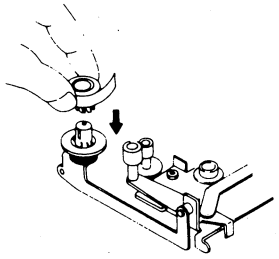
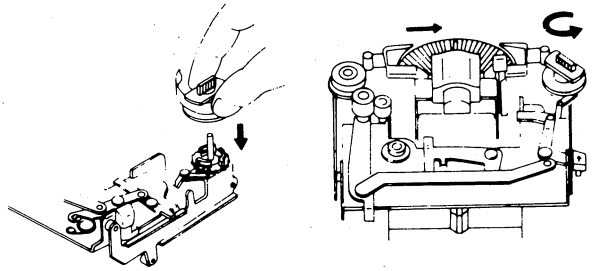


Figure 31-5



The left spool of the Correction Tape is mounted on the Supply Spindle and the right spool on the Takeup Spindle (Figure 31-1).

1 Removing Correction Tape

1) Turn off the machine, open the Top Cover and remove the Cassette Ribbon.

2) Pull the left spool off the Supply Spindle with your right hand while you lift up Arm (A) with your left hand (Figure 31-2).

3) Pull the right spool off the Takeup Spindle with your left hand while you lift up Arm (B) with your right hand (Figure 31-3).

4) Remove the Correction Tape.

2 Installing Correction Tape

1) With the full spool in your left hand, unwind the colored portion of the new tape and guide it behind the Left Guide Roller, the Print Wheel Mechanism and then the Right Guide Roller (Figure 31-4).

2) Fit the full spool of Correction Tape onto the Left Spindle and press down until it snaps into place (Figure 31-5).

3) Fit the right spool onto the Takeup Spindle and press the spool until it snaps into place.

4) Turn the right spool counterclockwise until the colored portion of the tape is gone (Figure 31-6).

5) Replace the Cassette Ribbon.

Note:
Tighten any slack in the Correction Tape and Ribbon Cassette before typing, and check again to make sure that they have been properly installed.

32. SUPPLIES

1 Print Wheels

Your typewriter comes with a standard print wheel. Besides this type style, a variety of print wheels with different type styles are available for your machine.

2 Cassette Ribbons

There are three types of ribbon that can be used on your typewriter:
Correctable Black Carbon Ribbon (with Yellow Dial), Multi-Strike Black Carbon Film Ribbon (with Blue Dial), and Nylon Fabric Ribbon (with White Dial).

1) Correctable Black Carbon Film Ribbon
Your typewriter comes with Correctable Black Carbon Film Ribbon which provides excellent correction performance. This ribbon is not reusable because the inked surface of the ribbon is transferred to the paper as you type.

2) Multi-Strike Black Carbon Film Ribbon
This optional ribbon is not reusable but more characters can be typed at a lower cost.

3) Nylon Fabric Ribbon
This optional ribbon can be used to type a considerably larger number of characters than the other types of ribbon.

3 Correction Tapes

There are two types of Correction Tape that can be used on your typewriter. One is Lift-Off Correction Tape (with Yellow Spool) and the other is Cover-Up Correction Tape (with Blue Spool).

1) Lift-Off Correction Tape
Your typewriter comes with Lift-Off Correction Tape. This correction tape is used only with Correctable Black Carbon Film Ribbon which was originally installed on your typewriter. It lifts the black carbon film ink off the paper.

2) Cover-Up Correction Tape
This optional correction tape covers up the error and is used only with Multi-Strike Black Carbon Film Ribbon or Nylon Fabric Ribbon.

Note:
Make sure that when you use Cassette Ribbon with the Yellow Dial, use Correction Tape with Yellow Spools. When you use Cassette Ribbon with the Blue Dial or White Dial, use Correction Tape with Blue Spools.

33. MAINTENANCE AND SERVICE

1 Cleaning

1) Do not attempt to disassemble the typewriter to clean it.

2) Dust the typewriter lightly, using only a dry cloth.

3) Never use water or solvents such as thinner, alcohol, etc. to clean your typewriter.

4) When the Top Cover is opened for replacement of the Print Wheel, Cassette Ribbon or Correction Tape, be sure not to drop items such as pins, paper clips, nail files, etc. into the typewriter. They may cause damage to the typewriter.

2 Service

1) It is recommended that your typewriter be serviced at least once a year by a Swintec authorized service technician. Any malfunction caused by maintenance performed by anyone other than authorized service personnel will void the warranty.

2) If the typewriter fails to function or does not function properly, check the following:
   * Is the typewriter plugged into a live socket?
   * Is the power supply cord securely connected?
   * Is the typewriter switched on?
   * Is the Print Wheel properly installed?
   * Are the Cassette Ribbon and the Correction Tape properly installed?
   * Have the Ribbon or Correction Tape been used up?

   If the typewriter still does not work properly after checking the above, contact a Swintec authorized service center.

swintec®

CORPORATION 23 Poplar Street East Rutherford, NJ 07073